

## **MERIT AWARD PROGRAM**

### **YOUR IDEAS MAKE A DIFFERENCE**

You, the state employee, are the heart of state government. You know the day-to-day operations of the state. As you go about your daily routine, you see ways to save time, energy and money. DEVELOP THESE IDEAS-YOUR IDEAS CAN AND DO MAKE A DIFFERENCE AND MAY EARN YOU A CASH AWARD.

The MERIT AWARD PROGRAM was created in 1967 to reward you for money-saving ideas and to recognize your efforts and contributions to increase the efficiency and productivity of Nevada's government.

### **IF YOU HAVE AN IDEA**

First, think your idea through carefully and gather all the supporting facts. If you need assistance, discuss your ideas with your supervisor. NEXT ask yourself – What are the merits of my idea? Does my suggestion meet all the eligibility requirements? If so, you are ready to submit your suggestion.

### **SUGGESTION ELIGIBILITY**

A suggestion is a proposal voluntarily submitted by an employee in writing for the improvement of equipment, procedures, or operations within complete control of the state, the adoption of which will render a tangible or intangible benefit to the state. The mere statement of a problem without submitting a practical solution and stating the benefits and/or cost savings associated with that solution is not a suggestion. The following would normally not be considered eligible:

1. Employee conveniences.
2. Personal pay or classification.
3. A general recommendation for study or review with no specific solution offered.
4. Correcting a condition which exists only because established policies and procedures are not being followed.
5. An idea already under consideration by the state. This includes duplicates of suggestions previously submitted.
6. Fees or taxes levied by the state.
7. Results of assigned or contracted audits, studies, surveys, reviews or research.

8. The normal job responsibilities or primary duties of the employee.

9. Design changes to forms.

### **CERTIFICATES AND CASH AWARDS**

A certificate will be awarded for all suggestions adopted by a state agency. The Merit Award Board will make the final decision as to whether an employee suggestion merits a cash award up to \$500.

### **HOW TO SUBMIT YOUR IDEAS**

1. Please print or type the present condition or problem and your idea for improvement on the reverse side of this pamphlet.
2. Make your suggestion as clear and concise as possible. Complete the entire form, attaching any additional sheets, diagrams, photos, etc., that will help explain or support your suggestion.
3. Always give your estimate of dollar savings or benefits that will result if your suggestion is adopted.
4. Send your suggestion to:

**MERIT AWARD BOARD**  
**555 EAST WASHINGTON AVENUE, SUITE 1400**  
**LAS VEGAS, NEVADA 89101-1046**

### **WHAT HAPPENS TO YOUR SUGGESTION**

Within 20 days after your suggestion is received by the Merit Award Board, it will be forwarded to the appropriate department head for review. All department heads are to evaluate and respond to the Merit Award Board within 30 days. Finally, your suggestion and the department's recommendation will be presented to the Merit Award Board for final review and approval.

**SUGGESTIONS SUBMITTED BECOME THE EXCLUSIVE PROPERTY OF THE STATE OF NEVADA. DECISIONS MADE BY THE MERIT AWARD BOARD ARE FINAL.**

# **YOUR IDEAS MAKE A DIFFERENCE**



## **VALUABLE IDEAS FOR EFFICIENCY AND PRODUCTIVITY**

**STATE OF NEVADA  
SUGGESTION FORM FOR NEVADA STATE EMPLOYEES**

**MERIT AWARD PROGRAM**

**EMPLOYEE ELIGIBILITY:** If you are a state employee, you are eligible to submit your ideas unless you are a department head or specifically assigned the responsibility as part of your normal job responsibilities.

**Name:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

**Soc. Sec. #:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Division:** \_\_\_\_\_

**SUBJECT OF SUGGESTION:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**What is the present condition or procedure?:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**How do you think it can be improved?:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Estimate savings or benefit:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I BELIEVE MY SUGGESTION WILL:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Increase productivity | <input type="checkbox"/> Prevent waste     | <input type="checkbox"/> Eliminate duplication |
| <input type="checkbox"/> Improve service       | <input type="checkbox"/> Prevent accidents | <input type="checkbox"/> Reduce costs          |

The use by the State of Nevada of my suggestion will not form the basis of a further claim of any nature upon the State of Nevada by me, my heirs and assigns.

Signature of employee:

Home address:

City:

State:

Zip:

Home phone:

Business phone:

**Mail to:**

**MERIT AWARD BOARD  
c/o Department of Personnel  
555 East Washington Avenue, Suite 1400  
Las Vegas, Nevada 89101-1046**

**Telephone: (702) 486-2900**